Video Conferencing Tips

Read through these quick tips for ideas on how to optimize your video conferencing experience. You'll find general tips for a better meeting, as well as simple suggestions for improving video and audio quality.

Video Etiquette

Good video conferencing etiquette is really just common courtesy and respect for the people in the meeting.

- Introduce all conference participants when the meeting starts
- Introduce yourself when you start speaking
- Make sure that you can see and hear the far-site participants
- Adjust your camera and microphone so that far site can see and hear you
- Place the microphone strategically on the table for all video participants remembering not to set it directly in front of the speakers in the room
- Avoid tapping on the microphone or rustling papers near the microphone
- Mute the microphone before moving it so that the far site doesn't hear you moving it
- Speak in your normal voice without shouting
- In a multipoint call, mute your microphone when you are not speaking